



## Texas Center for Nursing Workforce Studies

Center for Health Statistics

Department of State Health Services – MC 1898

P. O. Box 149347, Austin, TX 78714-9347

512-458-7261



March 10, 2008

Dear Nursing Facility Administrator & Director of Nursing:

We need your help on an important project.

The Texas Center for Nursing Workforce Studies (TCNWS) and the Long Term Care Nurse Staffing Study Task Force are collecting information relating to the supply of nurses in Texas long term care facilities. National data and preliminary Texas information indicate that long term care nursing staff turnover and vacancy rates are extremely high.

### **We Need Your Input**

Your input is valuable in creating a message about the state of long term care nurse staffing in Texas. The data provided in this survey will be instrumental in developing projections of the number of nurses needed in Texas long term care settings. The research findings will be reported to Texas lawmakers, the Governor's Office and other stakeholders throughout the state.

### **Make Sure Your Voice Is Heard**

*Don't miss this opportunity! Please help us get our message out by asking the Director of Nursing to complete the Long Term Care Nurse Staffing Survey.*

Numerous state agencies and organizations have collaborated with TCNWS on the Long Term Care Nurse Staffing Study. Some of these are listed below:

Department of State Health Services  
Department of Aging and Disability Services  
TMF Health Quality Institute  
Texas Health Care Association  
Texas Association of Homes and Services for the Aging

### **Statement of Confidentiality**

We want you to feel comfortable sharing your information. ***Your survey responses will be strictly confidential.*** TCNWS will report all findings from this research in aggregate form only, as is mandated by the Texas Health and Safety Code Chapter 105.

### **Survey Instructions**

Information on the Long Term Care Nurse Staffing Survey may come to you in a variety of ways. For example, we have distributed flyers and email messages announcing the survey. However, please complete only one survey for each facility ID.

Visit TCNWS at <http://www.dshs.state.tx.us/chs/cnws/default.shtm>

We suggest that the nursing facility's **Director of Nursing complete the enclosed paper copy of the survey and use it as a reference when entering the information online.**

**Once you have assembled your data, it will take approximately 15 minutes to complete the survey.** We strongly suggest that you complete the online survey in one session.

When you are ready to begin the 2008 Long Term Care Nurse Staffing Survey, go to the link below:

<http://2008-LTCNSS.questionpro.com>

You may complete the online survey at any time through **March 28, 2008.**

After you have submitted your survey online, we will email a completed copy to you.

***We strongly encourage you to complete the survey online.*** However, if online access is not available, you may complete the paper survey and send it to us in the enclosed return-addressed envelope. If the envelope is not available, please send the survey to the following address:

LTC NSS  
Texas Center for Nursing Workforce Studies  
Center for Health Statistics  
Department of State Health Services – MC 1898  
P.O. Box 149347  
Austin, TX 78714-9347

Should you have any questions at any time during the survey process, please contact Suzanne Pickens, Texas Center for Nursing Workforce Studies, at 512-458-7111, ext. 3468 or [ltnss@dshs.state.tx.us](mailto:ltnss@dshs.state.tx.us). We would be happy to assist you with any question or concern.

We value your input and greatly appreciate your participation in this survey.

Sincerely,

Aileen Kishi, PhD, RN  
Program Director  
Texas Center for Nursing Workforce Studies

Enclosures